

IMPORTANT INFORMATION FOR SUBMITTING USER FEE PAYMENTS

The addresses for submitting payments for user fees have changed.

Each type of user fee has a specific lockbox, it is important that payments be sent to the correct address.

It is also very important that any payment be marked with the Vessel ID(s) (VINs), and when appropriate an invoice number, and if payment is for an overseas inspection that the unit performing the inspection is listed (OPFAC preferred) on the payment.

The FINCEN has updated their website with this information:

<https://www.fincen.uscg.mil/VIF.htm>

ALCOAST 200/11 provides the new addresses:

UNCLAS //N07000//

ALCOAST 200/11

COMDTNOTE 7000

SUBJ: COAST GUARD LOCKBOX (POST OFFICE BOXES/ADDRESSES) REMINDER

A. FINANCE CENTER STANDARD OPERATING PROCEDURES, CH 9

B. COAST GUARD FOOD SERVICE MANUAL, COMDTINST M4061.5 (SERIES)

1. IAW REF A ([HTTP://CGPORTAL.USCG.MIL/CTL/17HSDR4](http://CGPORTAL.USCG.MIL/CTL/17HSDR4)) THE U.S.COAST GUARD CHANGED BANKS FOR LOCKBOX COLLECTIONS AS DIRECTED BY TREASURY FROM WACHOVIA TO BANK OF AMERICA IN MARCH 2011. AS OF 01 MARCH 2012, WACHOVIA WILL NO LONGER MAIL FORWARD COAST GUARD COLLECTIONS RECEIVED BY REMITTERS TO BANK OF AMERICA. THERE ARE MULTIPLE POST OFFICE BOXES ESTABLISHED FOR COAST GUARD COLLECTIONS. IT IS CRITICAL THAT COLLECTIONS ARE SENT TO THE PROPER POST OFFICE BOX. NOTE: DO NOT SEND CASH. THE CURRENT CATEGORIES AND ASSOCIATED LOCKBOXES (POST OFFICE BOXES) FOR BANK OF AMERICA ARE AS FOLLOWS:

A. COAST GUARD DINING FACILITY (CGDF) SALE OF MEAL CHECKS, CASHIERS CHECKS AND MONEY ORDERS. PLEASE REFER TO REF B FOR ADDITIONAL REMITTANCE INSTRUCTIONS. SEND TRANSMITTALS FOR SALE OF MEALS TO THE FOLLOWING ADDRESS:

LOCKBOX ADDRESS

USCG SALE OF MEALS

PO BOX 531699

ATLANTA, GA 30353-1699

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

LOCKBOX NO. 531699

BANK OF AMERICA

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 5706

B. OVERSEAS VESSEL INSPECTIONS, VESSEL DOCUMENTATION, AND MARINER CREDENTIALING. SEND DEPOSITS FOR COLLECTIONS TO:

LOCKBOX ADDRESS

USCG USER FEES

PO BOX 531769

ATLANTA, GA 30353-1769

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 531769

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 5696

C. TRAVEL ADVANCE REPAYMENTS, AND PAYMENTS FOR ACCOUNTS RECEIVABLE, FOIA, OVERSEAS VESSEL INSPECTION TRAVEL REIMBURSEMENT, AND MISCELLANEOUS PAYMENTS. SEND TO:

LOCKBOX ADDRESS

USCG ART/OTHERS

PO BOX 530249

ATLANTA, GA 30353-0249

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 530249

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 6731

D. CIVIL FINES AND PENALTIES (INCLUDING NOTICES OF VIOLATION). SEND CHECKS TO:

LOCKBOX ADDRESS

USCG CFP

PO BOX 531112

ATLANTA, GA 30353-1112

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 531112

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 5667

E. CERTIFICATES OF FINANCIAL RESPONSIBILITY (COFR) ISSUED BY THE NATIONAL POLLUTION FUNDS CENTER, NON-MILITARY CERTIFICATES ISSUED BY COMDT (CG-5), AND IMPREST FUNDS. SEND DEPOSITS TO:

LOCKBOX ADDRESS

USCG CNI

PO BOX 531229

ATLANTA, GA 30353-1229

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 531229

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 5683

F. VESSEL CERTIFICATE OF INSPECTION, ANNUAL INSPECTION, AND
CERTIFICATE OF COMPLIANCE. SEND FEES TO:

LOCKBOX ADDRESS

USCG COI

INSPECTION FEES

PO BOX 531030

ATLANTA, GA 30353-1030

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 531030

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 5670

G. OTHER TYPE OF CHECKS OR MONEY ORDERS. IF NOT LISTED ABOVE, OR IF
YOU HAVE ANY DOUBT AS TO WHICH LOCKBOX TO USE, THEN SEND THE DEPOSIT
TO:

LOCKBOX ADDRESS

USCG ART/OTHERS

PO BOX 530249

ATLANTA, GA 30337-6002

EXPRESS MAIL (STREET ADDRESS FOR COURIER)

BANK OF AMERICA

LOCKBOX NO. 530249

1075 LOOP ROAD

ATLANTA, GA 30337-6002

ACCOUNT NUMBER: 6731

2. FAILURE TO SEND COLLECTIONS TO THE BANK OF AMERICA LOCKBOXES
(POST OFFICE BOXES/ADDRESSES) AS STATED ABOVE, WILL RESULT IN FUNDS
BEING RETURNED TO THE SENDER AND WILL DELAY FINCEN IN COLLECTING
COAST GUARD DEBTS.

3. PLEASE ENSURE ALL MANUALS AND CORRESPONDENCE MAINTAINED AT COAST
GUARD UNITS REFLECT THE CORRECT BANK OF AMERICA LOCKBOXES (POST
OFFICE BOXES/ADDRESSES) AS STATED ABOVE.

4. FINCEN POC IS SANDRA BELL AT (757) 523-6886.

5. RELEASED BY MARGO SHERIDAN, DIRECTOR OF FINANCIAL OPERATIONS /
COMPTROLLER.

6. INTERNET RELEASE AUTHORIZED.